

School Checklist for EMAS management tasks and procedures

The following checklist will help ensure that your EMAS system is integrated into the day-to-day management of the school, its buildings and grounds. It is likely that that you are already carrying out many of these procedures as a matter of course any others can be integrated into your existing school procedures and systems. The list has been divided into two sections – ‘general management’ and ‘site management’. If you require any further help regarding any of these issues please contact your EMAS Co-ordinator on telephone: 0116 222 0222.

A. General Management

The following actions relate to the general management of the EMAS system. They ensure that EMAS is integrated into existing school procedures and that there is a general awareness of EMAS.

Action	Further Information	Lead responsibility	Action taken and date actioned/operational
1. EMAS procedures manual. This is a core document and includes standard procedures that cover various activities across the City Council. <i>Only some of the procedures are relevant to schools and you will be provided with a list of these so that you know which ones they are.</i> It covers a wide variety of procedures from waste disposal to the management of contracts. This is a core document and must be accessible to all staff within the school responsible for procedures within it. You will occasionally receive updates to the manual and should return the acknowledgement slip to confirm safe receipt.	Leicester City Council Environment Team Tel: 2528135 EMAS procedures manual: Procedure P0-1		
2. The aims of your EMAS system should be integrated into your School Improvement Plan when it is updated. Progress on your environmental improvements over the proceeding year and further actions you intend to take to improve your environmental performance over the next year can be included.	EMAS procedures manual: Procedure P2-1		
3. You should have a system in place to respond to environmental enquires and complaints from members of the public. Within schools the most common environmental complaints may relate to litter, traffic or noise issues. This can be incorporated into your existing complaints procedures. It is important to keep a record of the complaint, the action taken and the date it was actioned.	EMAS procedures manual: Procedure P4-1		

<p>4. Any contractors you use should be aware of your environmental policy and provide adequate assurance that they will comply with this. Any building or groundwork works in particular can have significant environmental impacts and increase the risk of environmental accidents. One way of achieving this would be to include a clause in their contract to ensure they conform to the your environmental policy.</p>	<p>EMAS procedures manual: Procedure P7-1</p>		
<p>5. You will be provided with a copy of the City Council's 'Guide to Environmental Friendly Purchasing'. This gives guidance on a wide range of products including paper, cleaning and pesticide products. You should consider the feasibility (including financial) of replacing some of your existing products with more environmentally benign products where this is possible/ practical. Advice on products will be provided through the EMAS Schools newsletter and website.</p>	<p>EMAS procedure manual: Procedure P9-1</p>		
<p>6. Consideration should be given to ensuring that all staff and pupils are aware of the Council's Environmental Policy, school objectives and targets and their roles and responsibilities in complying with the policy and procedures. This can be achieved through a variety of means including assemblies, EMAS notice boards, staff meetings and staff development. Consideration should be given to any staff training needs, particularly in relation to Environmental Legislation issues. This may include, for example, training relating to Legionnaires Disease or COSHH. The Environment Team occasionally run courses relating to Environmental Legislation for Building Managers that your premises managers will be invited to.</p>	<p>EMAS procedures Manual: Procedure P12-1</p>		
<p>7. All new staff should be made aware of the school's EMAS system and their roles and responsibility they have in implementing it. Information on EMAS can be sent out with application forms and induction packs and can be discussed at the interview.</p>	<p>EMAS procedures manual: Procedure P13-1</p>		
<p>8. Each year you will be provided with an A3 sized poster, from the City Council's Environment Team, that you should fill in and place in a prominent position within the school (ideally on your EMAS notice board). It is sometimes referred to as the 'F18-1' form. The purpose of the poster is twofold. Firstly it includes information relating to the schools commitment to environmental improvements including any targets you have developed. Secondly, it provides a single point of reference for contact details of people who should be contacted in the event of an environmental emergency or a fault. There is a procedure relating to this poster in the EMAS procedures manual.</p>	<p>EMAS procedures manual: Procedure P18-1</p>		

9. Consideration should be given to how the school can minimise paper usage . There are several simple and cost effective steps that can be taken including how and when you use photocopiers, document design, using scrap paper, e-mail etc.	EMAS procedures manual: Procedure P21-1		
10. Set up a system to encourage suggestions from staff and pupils for environmental improvement . This may, for example, take the form of a suggestions box that is accessible to staff and pupils. Any suggestions could then be considered by the relevant EMAS pupil and/or staff meetings.	Environ		

B. Site Management

The following actions relate to the management of the physical fabric and materials contained within the school site. The premises manager/officer will probably be responsible for most of these. It is likely that you are already carrying out most of these actions, where relevant, as a matter of course but the following provides a useful checklist. Several of these are legal requirements and it is therefore good housekeeping to ensure that you are complying with them.

Task/procedure	Further information	Lead responsibility	Date actioned/ operational
1. You should have adequate procedures in place to deal with minor environmental emergencies including reporting, mitigating action, corrective action, preventative action.	EMAS Procedures Manual: Procedure P14-2		
2. Up to date COSHH assessments should be carried out for any chemicals used on site. The assessments should be kept in an accessible place.	EMAS procedures Manual: Procedure P15-1		
3. Managing the environmental risk of building fires – is your fire equipment regularly inspected/maintained by an approved organisation/designated Fire Precautions Officer to visually check equipment weekly.	EMAS procedures Manual: Procedure P15-2		
4. It is important to minimise the environmental risks associated with refrigerants . Records should be maintained of any plant (such as air conditioning) or smaller items (fridges etc.) that contain refrigerants. If an item containing refrigerants needs to be disposed of the City Council's waste management team should be contacted.	EMAS procedures Manual: Procedure P15-5 City Council Waste Management Team: tel: 2528588.		

<p>5. The school has a legal responsibility to ensure that its waste is stored and disposed of safely. This is sometimes referred to as the waste 'Duty of Care'. To demonstrate your Duty of Care you should hold a:</p> <ul style="list-style-type: none"> • 'Waste Transfer Note' from the company that collects your waste (you should have at least one for your general waste and one for any sanitary waste). This is individual for your school and usually lasts for one year. • copy of the waste company's carrier licence (issued by the Environment Agency) and • copy of the licence for the final disposal site (issued by the Environment Agency). <p>The Environment Team at the City Council can provide you with copies of the relevant licences for most major companies (SITA, PHS etc.)</p>	<p>EMAS procedures Manual: Procedure P19-8</p> <p>City Council Environment Team: Tel: 2528135.</p>		
<p>6. Consumption of energy and water will be two of the significant environmental impacts of your school. It is therefore important to know exactly how much you are consuming so that any improvements relating to your action plan can be measured. It can also provide valuable information relating to any exceptional usage that may indicate that you have a fault or a leak.</p>	<p>EMAS procedures Manual: Procedure 20-1</p>		
<p>7. Some school grounds include sites that have been identified by the City Council as important for nature conservation ('SINCs'). If this includes your school you should always discuss any work that may affect the wildlife value of the site with the City Council's Nature Conservation Officer to minimise any disturbance and look for opportunities to improve it value. If you are unsure whether your school is recognised as a SINC they will also be able to confirm this.</p>	<p>EMAS procedures Manual: Procedure P24-1</p> <p>City Council Nature Conservation Officer: tel 2527268</p>		
<p>8. Similarly, if you are having any building works carried you must ensure that you comply with the relevant legislation relating to planning permission, building regulations and any Listed Building, Conservation Area or Tree Preservation Orders that might apply to the site.</p>	<p>EMAS procedures Manual: Procedures P26-5 to P26-7</p>		
<p>9. You also have a duty to control any air pollution that might be caused through the operation of combustion plant/ bonfires etc. to prevent nuisance and not prejudicial to health. Creation of black smoke from old generators or bonfires is not permitted.</p>	<p>EMAS procedures Manual: Procedure 27-2</p>		
<p>10. Duty to control noise – ensure no nuisance to local residents (Procedure 27-3). Has your school ever received any complaints about noise nuisance? If so these need to be recorded and actioned as appropriate.</p>	<p>EMAS procedures Manual: Procedure 27-3</p>		

<p>11. You must also comply with water pollution legislation including any necessary consents for discharges and abstractions (these are very rare in schools) and dealing with emergency situations such as accidental spillage to drains. Spillage to surface water drains of substances such as oil can have severe environmental implications for local watercourses for example.</p>	<p>EMAS procedures Manual: Procedure P27-5</p>		
<p>12. Any pesticides used within the schools grounds should comply with the guidance given in the 'Environment Friendly Purchasing Guide'. If you are using City Council contractors to carry out this work they should be complying with the guide as a matter of course.</p>	<p>EMAS procedures Manual: Procedure P29-1</p>		
<p>13. There is special legislation relating to the management of oils and other hazardous substances as any spillages or other accidents can have significant environmental and health and safety implications. Guidance is provided in the EMAS manual.</p>	<p>EMAS procedures Manual: Procedure P29-3</p>		